



## TOWN OF THORNTON BOARD OF SELECTMEN

Town of Thornton • 16 Merrill Access Road • Thornton NH, 03285 • 603.726.8168

Approved on: 5/14/14

BOS Initial: gm

Rec'd by Town Clerk on: 5/14/14 JZ

### Board of Selectmen Public Meeting Minutes, April 30, 2014

**12:14 P.M. Chairman S. Morton opened the Thornton Board of Selectmen meeting with the Pledge of Allegiance.**

**ROLL CALL:** Chairman Steve Morton, Vice Chairman John Paul-Hilliard, Selectmen Roy Sabourn,

**ABSENT:** Selectwoman Marianne Peabody, Selectman Brad Benton (arrived late)

**STAFF PRESENT:** Tammie A. Beaulieu, Town Administrator

Robert Ross expressed interest to the board with respect to the open Town Moderator position. R. Ross agreed to consult with the previous Town Moderator Bob Gannett for additional information on the position and meet with the board at a later date to discuss further.

12: 15 p.m. Selectman Benton arrived at the meeting.

#### **1:06 PM FIRE CHIEF DAN DEFOSSÉS – FIRE WARDEN INFORMATION**

*Present: Chief Defosses, Kelly Bolger*

C. Defosses met with the board to discuss the fire warden/deputy fire warden position. S. Morton recognized that a candidate for the deputy position does not live in Campton or Thornton. C. Defosses discussed the purpose of a fire warden. The appointment recommendation for deputy fire warden has been forwarded to Campton, Ellsworth and Thornton. C. Defosses explained that the position does not require town residency. The board agreed that if the Chief is comfortable with the appointment, the board would agree with his recommendation.

~~T. Beaulieu~~ TA Beaulieu stated that N. Decoteau has been working with Campton to set a meeting date for the Fire Department Capital Asset Committee. The board, Chief, and K. Bolger discussed meeting dates. ~~T. Beaulieu~~ TA Beaulieu agreed to speak with Campton Town Administrator to arrange a meeting date that does not include an already scheduled board meeting.

The board discussed the policies and procedures for the fire department. ~~T. Beaulieu~~ TA Beaulieu also requested that the Commissioners provide a list of hardship waivers from Comstar that have been excused. K. Bolger explained that the new department is working on fixing many procedures, and is working on the processes that have been lacking in the past and will make sure the board gets the information they requested. K. Bolger expressed that it is the fire department's goal to work with the Selectboard as a team.

~~T. Beaulieu~~ TA Beaulieu stated that Chief Moller approached her last week regarding the Board's intention to purchase a new generator for the Thornton fire station. The board discussed their intentions with the current generator as well as what the town would need for a new generator. The new generator is expected to be purchased through a grant process. K. Bolger suggested that the current generator could be used for the town garage and the current concrete pad would have to be replaced with a larger one most likely. If the new generator is too large to fit on the current pad, the grant would pay for a larger pad. K.

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Bolger confirmed that his fees as well as the architect fees are also covered by the grant funds. K. Bolger explained that he tests the generator manually for the Town of Campton on a monthly basis, in addition to the regular automatic testing that occurs.

#### **ACTION FOLDER**

##### *Manifests*

**MOTION 1:54 PM: "To approve a payroll manifest dated 5/2/2014 in the amount of \$21,069.11"**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION 1:54 PM: "To approve the vendor manifest dated 5/2/2014 in the amount of \$226,095.46."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

##### *Appointments*

**MOTION: "To approve appointments for Paul Steele Jr., David Lavoie, and Josh Fitz for Deputy Forest Fire Warden."**

Motion: J. Paul-Hilliard

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

##### *Signature File:*

- Grant review for patrol on forest roads from the White Mountain National Forest. The total annual operating plan for 2014 provided by the National Forest is \$2,007.50. Chef Moller has signed the patrol agreement for Tripoli Road.

**MOTION: "To accept the 2014 modification of grant and agreement from White Mountain National Forest for the patrolling of Tripoli Road in the amount of \$2,007.50."**

Motion: J. Paul-Hilliard

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

##### *Action Folder:*

**MOTION: "To approve a Yield Tax Levy (Intent to Cut Tax Warrant) for Vincent Levasseur 9-1-2 in the amount of \$81.17."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve a Yield Tax Levy (Intent to Cut Tax Warrant) for Jarrett Ham PID 10-16-1 in the amount of \$581.84."**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4- Yes, 0 - No**

**MOTION: "To approve Excavation Tax Collector Warrant for the total of \$740.36 which includes the following properties: PID 17-7-20, owner Sunset Rock LLC in the amount of \$21.08, PID 10-3-41 owner Shirley and Jerel Benton in the amount of \$400.72, PID 15-4-30 owner Lee Johnston in the amount of \$123.26, PID 15-4-69 owner Lee Johnston in the amount of \$32.30, PID 16-6-8 owner James Sanborn in the amount of \$68.00, PID 6-6-7 owner Dwayne Johnson in the amount of \$0.00, PID 15-4-24 owner Dwayne Johnston in the amount of \$0.00, PID 15-4-31 owner Dec 20 LLC in the amount of \$90.00, PID 6-2-23 owner Casey and Kyle Caulder in the amount of \$5.00."**

Motion: R. Sabourn  
Seconded: J. Paul Hilliard  
Discussion: None.  
**Motion Passes: 4- Yes, 0 - No**

*Minutes*

**MOTION: "To approve Board of Selectmen non-public meeting minutes dated March 5, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3- Yes, 0 - No                      Abstained: J. Paul Hilliard**

**MOTION: "To approve Board of Selectmen non-public meeting minutes dated March 19, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3- Yes, 0 - No                      Abstained: B. Benton**

**MOTION: "To approve the Board of Selectmen *first session* of non-public meeting minutes dated April 2, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3- Yes, 0 - No                      Abstained: B. Benton**

**MOTION: "To approve the Board of Selectmen *second session* of non-public meeting minutes dated April 2, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3- Yes, 0 - No                      Abstained: B. Benton**

**MOTION: "To approve the Board of Selectmen *first session* of non-public meeting minutes dated April 16, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 3– Yes, 0 – No                      Abstained: B. Benton**

**MOTION: "To approve the Board of Selectmen *second session* non-public meeting minutes dated April 16, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve Board of Selectmen non-public meeting minutes dated April 22, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve Board of Selectmen public meeting minutes dated April 16, 2014 as amended."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve Board of Selectmen public meeting minutes dated April 22, 2014 as submitted."**

Motion: J. Paul-Hilliard  
Seconded: R. Sabourn  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To accept a 2012 abatement appeal for \$1,216.00 and revised assessment amount for PID 16-1-08LS03 for Adrienne Michaud."**

Motion: J. Paul-Hilliard  
Seconded: B. Benton  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

**MOTION: "To approve thirty 2013 annual abatements in the total amount of \$17,177.00 and to attach the abatement listing to the final approved minutes filed with the Town Clerk, each abatement is individually signed by the Board of Selectmen."**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 4– Yes, 0 – No**

- Special Event Checklist was received for Amanda Ciarleglio & Andrew Formalarie. After review, and confirmation that qualifying questions were all answered with a no reply the board agreed that the event does not require a special event permit.
- A Credit Application for Unitel was received from Road Agent J. Kubik to purchase significantly cheaper sweeper brooms. This creates another credit account for the highway department to purchase equipment.
- The Board reviewed Planning Board updates including Notice of Decisions and Planning Board Minutes.
- Zoning Compliance follow up on an enforcement issue for PID 5-16 and 5-17 on Sugar Run. S. Morton obtained permission from the property owner to visit the area, and confirmed that there was no longer a structure on the property. ~~T. Beaulieu~~ TA Beaulieu will make sure that a written response to the concerned citizen request that prompted this inquiry is prepared for the Selectmen to sign.

#### TOWN ADMINISTRATOR PRESENTS

##### *Warrant*

~~T. Beaulieu~~ TA Beaulieu informed the board that the tax warrant has been processed and they are ready to prepare the tax bills. The first 2014 tax bill includes half of last year's total tax rate which is \$9.18 for the town and \$7.39 for Waterville Estates.

**MOTION 1:30 PM: "To approve the tax warrant in the amount of \$3,544,833 with interest to accrue in the amount of 12% from July 1, 2014 thereafter."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4- Yes, 0 - No**

#### CHARITABLE ORGANIZATIONS

~~T. Beaulieu~~ TA Beaulieu requested that Avitar revisit Hubbard Brook's three properties as part of the revaluation as requested by the Selectboard previously due to a request by Hubbard Brook to hold back one year of the scholarship funding. The board discussed the four part program that needs to be met in order for a property to qualify as a charitable organization. The board agreed that after Avitar revisits these properties, a supplemental warrant can be created if the properties do not qualify as a charitable organization according to the guidelines. The board agreed to review this property again after more information is received.

#### PROPERTY TRUST RENEWAL

~~T. Beaulieu~~ TA Beaulieu received a quote for Property and Liability Insurance for the period of July 1, 2014 through June 30, 2015. Primex quoted the town at \$29,000 and Property Trust Inc. quoted \$23,465.

~~T. Beaulieu~~ TA Beaulieu recommended renewing with Property Trust Inc. for 2015. After discussion, the board agreed and Chairman Morton signed the contract.

**MOTION: "To sign the renewal confirmation with Property Liability Trust Inc. in the amount of \$23,465.00."**

Motion: R. Sabourn

Seconded: B. Benton

Discussion: None.

**Motion Passes: 4- Yes, 0 - No**

#### TOWN PLANNER

~~F. Beaulieu~~ TA Beaulieu provided a draft job description for the Town Planner. The draft was reviewed by the Planning Board and changes have been made by the Planning Board and incorporated into the updated draft provided to the Selectboard. ~~F. Beaulieu~~ TA Beaulieu met with the Planning Board to discuss the position and invite them to be part of the hiring process/interview board for the Town Planner. The board agreed that the interview board will include two members from the Planning Board, the Town Administrator, Administrative Assistant Nancy Decoteau and two members of the Selectboard. The board agreed to nominate B. Benton and S. Morton to be in the interview committee unless M. Peabody requests to participate. The Selectboard will review the job description.

#### EMPLOYMENT OFFER LETTER

The board offered a conditional offer of employment to candidate 2 during the previous meeting to hire -- as the Deputy Tax Collector/Municipal Clerk.

**MOTION 3:54 PM: "To approve a letter of hire for Paulette Bowers as the Deputy Tax Collector/Municipal Clerk at Labor Grade 4 Step 5."**

Motion: B. Benton

Seconded: R. Sabourn

Discussion: None.

**Motion Passes: 4- Yes, 0 - No**

#### TRUSTEE OF TRUST FUNDS / REQUEST FOR FUNDS

The board reviewed an invoice from HEB Engineers in the amount of \$2,495.

**MOTION: "To approve a request from the Trustee of Trust Funds to withdraw funds from the Capital Reserve Bridge Repairs and Maintenance Fund in the amount of \$2,495 to pay HEB Engineers invoice #24256."**

Motion: R. Sabourn

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4- Yes, 0 - No**

Carolyn Piantedosi expressed interest in the Trustee of Trust Fund open position. She will acquire more information and submit a letter to the board. The current Trustee members offered to forego their stipend amount to allow the trustee performing the majority of the tasks to earn additional funds. The board agreed that they would reserve \$100 for the each of two trustees making deposits and the remainder of the budgeted stipend amount will go to the third member performing the majority of the financial duties.

**MOTION "To reserve a \$100 stipend for the two trustees making deposits and the remainder of the budgeted stipend amount \$1,049 to the third designated member performing the majority of the financial duties."**

Motion: B. Benton

Seconded: J. Paul-Hilliard

Discussion: None.

**Motion Passes: 4- Yes, 0 - No**

#### ELDERLY TAX DEFERRAL

~~T. Beaulieu~~ TA Beaulieu informed the board that D. Drake did not complete a 2014 elderly deferral application. TA Beaulieu informed the Selectmen that it is the residents' responsibility to submit the annual application and that staff does not have the right to interfere or suggest.

#### NOTICE OF INTENT TO EXCAVATE

Dwayne R. Johnston paid the bond for an Intent to Excavate for PID 15-4-24.

**MOTION "To approve an Intent to Excavate for Dwayne R. Johnston for PID 15-4-24 with the posted bond."**

Motion: R. Sabourn  
Seconded: J. Paul-Hilliard  
Discussion: None.  
**Motion Passes: 4- Yes, 0 - No**

#### EMPLOYEE APPRECIATION COOK OUT

The board agreed to have the cook out on Tuesday June 24<sup>th</sup> which will accommodate the Transfer Station employees which work on Wednesdays.

#### TRANSFER STATION EMPLOYEE

~~T. Beaulieu~~ TA Beaulieu informed the board that Luigi Zannellato of the Transfer Station will be retiring. ~~T. Beaulieu~~ TA Beaulieu will work with K. McGuire through this process.

#### SELECTMEN PRESENTS

B. Benton asked for an update on the Local Access Channel (PEG) as he noticed that there isn't any information about Thornton on the channel. ~~T. Beaulieu~~ TA Beaulieu will have N. Decoteau follow up and believes that there may be a complication with the data entry in Laconia that uploads the town information.

R. Sabourn is finishing a draft RFP for the Chickenboro Road survey; once it is finished he will provide the board with a copy to preview. He would like RA Kubik to review the draft as well to provide feedback. R. Sabourn discussed phasing the work needed.

J. Paul-Hilliard asked if Councilor Kenney plans to do a tour of the district as his predecessor did in the past and perhaps meet with the board to introduce himself.

S. Morton asked when the board would review applications for the Hubbard Brook Scholarship. The board will review and choose an applicant during the May 14, 2014 meeting.

S. Morton stated that the town hall roof is a priority for maintenance projects. S. Morton measured the roof and spoke with a roofing professional regarding multi-layer shingles and rain shield. The board agreed that the cost for a dumpster for the shingles and roofing material will come from the Transfer Station budget. This was communicated with Campton at the time Campton utilized the Transfer Station at no additional cost for their construction debris needs. The board agreed to create one RFP that would include multiple bid opportunities to save on advertising costs.

#### PUBLIC INPUT

J. Demeritt informed the board that there is an educational seminar at the Grand View. Members from the Zoning and Planning Board are planning to attend.



Jessi Fleury  
Board Secretary

Thornton Tax Rate 2013 \$18.34

\*WVED Tax Rate \$14.79

TOWN OF THORNTON ABATEMENT APPLICATIONS  
 ABATEMENT APPLICATION FOR THE YEAR 2013 DUE MARCH 1, 2014  
 estimate 1st Spring prop. Tax bill half tax rate Apr 1, - Sept 30,  
 Fall prop. Tax bill new tax rate set Oct. 1, - Mar. 31

DATE REC	PID	OWNER	LOCATION	Revised Assess	Orig. Assess	Difference	Abate Amt.	WVDE
2/27/2014	6-6-5	Shubov, Yakov	3579 US Rt 3	185,807	234,807	49,000	18.34	14.79
1/30/2014	6-9-3509	English, John	15 Tennis	109,000	141,200	32,200	591.00	
2/24/2014	6-10-17	Andrews, Dale & Candace	74 Mt. Woodlands	383,000	432,500	49,500	908.00	
2/28/2014	6-11-5	Tole, Robert & Margaret	19 Mtn. Woodlands	373,900	374,300	400	8.00	
3/4/2014	10-1-02-06	Demarco, Maria	37 Birch Bend U 6	87,300	96,100	8,800	161.00	
1/30/2014	10-1-2-11	Kinder, Peter	37 Birch Bend U11	70,400	97,000	26,600	488.00	
2/21/2014	10-3-13	Jardin, Thomas & Joyce	48 Northpointe	286,200	339,800	53,600	983.00	
1/21/2014	10-9-7	Hickey, Christine	27 Mitchell	183,100	196,300	13,200	242.00	
2/28/2014	11-4-13	Corbit, Timothy & Laura	161 Millbrook	188,400	215,100	26,700	490.00	
2/24/2014	12-1-9	Keene, Lance	342 Orris Road	96,621	113,343	16,722	306.00	
2/27/2014	15-3-2, 16-3-4	NHEC	Utility Property		4,714,000			
2/27/2014	15-4-15	Shubov, Lev & Irina	2635 US Rt 3	162,500	199,300	36,800	675.00	
1/22/2014	15-5-2	Waterhouse, Ross	34 Granite Ledge Rd	197,900	222,200	24,300	446.00	
2/24/2014	16-1-16	Wallace, John & Cheryl	6 Notchway	576,300	713,300	137,000	2,513.00	
1/8/2014	16-1-18	Warner, Joanna	32 Notchway Rd	325,300	378,600	53,300	978.00	
1/8/2014	16-1-076L14	Dematteo, William & Lisa	lot 14 Edgewater Ln	63,400	107,800	44,400	814.00	
2/26/2014	16-1-08L503	Michauid, Adrienne	7 Linkside DR		461,200		Denied	
2/3/2014	16-1-08L506	Brustlin Laurie Trust	19 Linkside Dr.	412,200	487,900	75,700	1,388.00	
3/3/2014	16-1-08L513	Whitton, Ernest & Kathryn	28 Linkside Dr.	416,400	486,400	70,000	1,284.00	
12/30/2013	16-1-08L518	Turley, Timothy	10 Linkside	286,500	329,400	42,900	787.00	
1/29/2014	16-4-14	Beaugrand, Robert & Lynnette	13 Night Road	50,200	79,500	29,300	537.00	
1/10/2014	16-7-77	Woods, Kathryn	10 Cotton Rd	163,200	218,200	55,000	1,009.00	
2/27/2014	16-7-1502	Toolin, Ashley & Sanborn, Greg	22 Anderson Hill	173,100	197,200	24,100	442.00	
2/26/2014	16-1-704-0ER-02	Premier, Powe & Treise, Geoff	2 Fox Run		359,200		Denied	
1/27/2014	16-1-704-0ER-04	Hodgson, Anthony	4 Fox Run		357,500		Denied	
12/5/2013	17-14-49	Stopas, Jason	Doe Run	17,900	35,400	17,500	321.00	259.00
2/11/2014	17-14-63	Lemire Realty Trust	46 Liberty Lane	278,200	293,200	15,000	275.00	222.00
12/31/2013	17-17-35-7	Murphy, Jennifer	16 Bear Chase Rd U7	166,900	178,700	11,800	216.00	173.00
2/27/2014	00Fair-01-00	FairPoint Comm/Northern NE	Town Wide		1,114,000			
3/3/2014	17-7-3418	Ryan, Joseph	51 Waterville Acres	95,500	118,200	22,700	416.00	
			Unit 18		19,565,400			
				\$ 5,349,228	\$ 6,285,750	\$ 936,522	\$ 17,177	\$ 654

30 abatement applications submitted to Avitar Associates on 3/6/2014

**TOWN OF THORNTON**  
**Selectmen's Agenda**  
**April 30, 2014**  
**12:00 Noon**

12:00 Pledge of Allegiance

Work session – (no public input)

Manifest  
BOS motion/Signature Folder  
Action Folder reviewed by Board for discussion later  
Zoning Enforcement Folder  
Mail Folder

Motion and sign the payroll and vendor manifest

**Agenda Items:** (no public input unless approved by the Chairman)

1:00 Fire Chief Dan Defosses – Fire Warden information

**Non-public sessions pursuant to RSA 91-A: 3, II**

(a-personnel, b-hiring, c-reputation)

3:45 Personnel- Chief Moller (a-personnel)

4:00 Hiring – PD (b-hiring)

4:15 Welfare Manifest (c-reputation)

Town Administrator presents (no public input)

Action Folder (no public input)

Board of Selectmen Item Discussions (no public input)

**Public Forum (5 minute session per person)**

Other business or non-public issues as needed pursuant to RSA 91-A: 3, II

Residents may contact the Town Administrator to get placed on a future agenda.

\*The board may review decisions made during the meeting in public input, at the closing of the meeting, provided information that could result in an adjustment to a decision that was made during the meeting.

Board of Selectmen

April 30, 2014

SIGN IN SHEET (Please Print)

1	J. D. Dewaritt
2	R. R. Ross Jr.
3	Daniel DeGroot Fire Chief
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